

ADDENDUM A

Distribution of College Enrollment Reports to Schools

August 2011

Since 2006, the Mitchell Institute has contracted with the National Student Clearinghouse to provide Student Tracker college enrollment reports to all Maine public high schools that choose to submit graduate records to the Mitchell Institute—102 schools have participated at some point, and 65 currently have up-to-date data on file. We have used these data to calculate statewide and regional estimates of college-going and persistence. The aggregate statistics are published each year in the Maine Compact for Higher Education's *Indicators of Higher Education Attainment in Maine* report, which informs educators and policymakers around the state. Schools have used them to gauge their graduates' access to college and college readiness, and some administrators share them with their School Boards and community members. Great Schools Partnership school coaches use the NSC data in all Maine schools where they do school improvement work.

The grant funding that supported this project has ended, and the Mitchell Institute's contract with NSC will expire in October of this year. Many schools have expressed concern that they may no longer receive Student Tracker reports, and we have been exploring different avenues for nearly a year to ensure that schools continue to benefit from this service.

The proposed project will help build the capacity of the Maine Department of Education by enabling it to provide valuable college enrollment trend data to all Maine public high schools. Maine schools will benefit by accessing data on college enrollment and persistence without any additional burden of data collection or submission, and the proportion of schools currently receiving the data will nearly double. The Mitchell Institute proposes to assist DOE, building on its experience helping Maine schools access these data over the past five years, by providing services that are not currently in place at the Department.

Scope of Work

The Department will expand its contract with the National Student Clearinghouse to include school-level Student Tracker trend reports and student detail spreadsheets, generated from the data schools already provide to the Department¹. The Department will provide access to these data to the Mitchell Institute. The Mitchell Institute will:

1. Develop explanatory materials describing the NSC data source and suggesting how the data can be used (e.g., verifying actual college enrollment, identifying students that succumb to 'summer melt' in order to develop effective prevention efforts, determining which postsecondary institutions graduates are most likely to enroll and succeed in, analyzing the effectiveness of different course-taking patterns or tracks in preparing students for college...);
2. Package and electronically distribute school-level trend reports, student detail spreadsheets, and explanatory material to each school, twice each year;
3. Respond to inquiries from schools, providing technical assistance as needed;



¹ This will increase the cost of DOE's contract with [REDACTED] from \$[REDACTED] to \$[REDACTED] per year, which [REDACTED] has indicated can be supported by the SLDS grant.

4. Maintain reasonable controls to keep individual-level student data confidential and secure. Personally identifiable information will not be retained by the Mitchell Institute after its project responsibilities are completed.

Annual Budget

Staff time (18 days)

Intern stipend (0.6 FTE for 10 weeks)

\$ 
\$ 
\$ 